

FY19 Year-end Checklist

Date	Area	Action Required	Check upon Completion
Friday, March 1	Budget	A preliminary “draft” FY20 budget entered in GEARS (and Oper_Sum Zero budgets).	
Wednesday, March 27	PTP – Purchasing	Start Entering AY2020 Requisitions – should be approved but not budget checked.	
Friday, March 29	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Tuesday, March 29	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Tuesday, April 30	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Tuesday, April 30	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Wednesday, May 1 – Friday, June 28	OTC – Order to Cash	On-going review and monitoring of chargeback clearing account. The account must have a zero, -0-, balance at year-end.	
Friday, May 31	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, May 31	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Friday, May 31 (approximately)	Budget	Final actual FY20 budget entered in GEARS.	
Friday, June 7	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 7	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Monday, June 10 (approximately)	PTP – Purchasing	Grant Awarding Departments – Please watch for and review email information from the DBF for guidance on year-end grant accruals due by July 5.	
Friday, June 14	OTC – Order to Cash	Circuit Court only – Transfer all interest earned on Escrow Accounts to account 8049.	
Friday, June 14	PTP – Purchasing	Complete all ordering and Express PO’s for FY19 to allow for receipt and voucher entry by July 12.	
Friday, June 14	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 14	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Friday, June 21	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 21	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	

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Saturday, June 22 and Sunday, June 23	OTC – Order to Cash	GEARS Users – Recommended weekend for courts to “catch-up” and process any outstanding deposits.	
Tuesday, June 25	Purchasing Card	This is the cycle end date for the final P-card statement.	
Monday, June 24 – Friday, June 28	OTC – Order to Cash	Prince George’s and Montgomery Counties should send daily credit card totals to DBF.	
Monday, June 24 – Friday, June 28	OTC – Order to Cash	Non-GEARS OTC (COA, COSA, Board of Law Examiners, Law Library) – Please email your daily CD’s to DBF jfru@mdcourts.gov .	
Tuesday, June 25	OTC – Order to Cash	Cooperative Reimbursement Agreement Reports (Child Support Expense Allocations and Project Timesheets through PPE 6/18/19) are due to the Family Division at cra@mdcourts.gov .	
Friday, June 28	OTC – Order to Cash	Non-GEARS users (COA, COSA, Board of Law Examiners, and Law Library) should send all remaining FY19 revenue adjustments, such as returned checks, via email to DBF jfru@mdcourts.gov .	
Friday, June 28	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 28	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Friday, June 28	GL – General Ledger	DBF modifies the parameters of the JGEN to Accounting Date.	
Friday, June 28	PTP – Accounts Payable	DBF modifies the accounting date in the Payables Option to specific date, 6/30/19.	
Friday, June 28	PTP – Accounts Payable	DBF changes the default accounting date to specific date, 6/30, under Payables Option.	
Monday, July 1	OTC – Order to Cash	Process the June 28 deposit. It should have an accounting date of June 30.	
Monday, July 1	PTP – Accounts Payable and OTC – Order to Cash	All FY20 invoice and revenue refund processing should be held until Monday, July 15.	
Friday, July 5	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Masters and Jurors from the applicable counties should be submitted to DBF.	
Friday, July 5	PTP - Grants	Submit grant accruals to DBF.	

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Friday, July 5	OTC – Order to Cash	All FY19 Revenue refunds should be recorded in GEARS. Non-GEARS users, such as COA, COSA and BLE, should have paper revenue refund requests submitted to DBF.	
Friday, July 5	OTC – Order to Cash	Ensure all FY19 adjustments, such as returned checks, deposit errors, eRecording, CCU, and P&P, are completed in GEARS and send all other remaining DBF OTC adjustments, such as appeals and agency return of funds, to DBF via fax or email jfru@mdcourts.gov .	
Friday, July 5	OTC – Order to Cash	Send: 1. Nonresident MD withholding report for June 2019 2. Litigant (Escrow) Bank account statements for the entire year to DBF.	
Friday, July 5	GL – General Ledger	Please complete any remaining FY19 journal entries in GEARS using a journal date of June 30, 2019 . Please ensure that journals are approved to allow for posting as well.	
Monday, July 8	OTC – Order to Cash	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.	
Friday, July 12	PTP – Accounts Payable	Last day to enter vouchers against your FY19 budget. Please be sure that you have processed your final petty cash reimbursement, even if under \$10, as well as any applicable PO Box rental fees.	
Friday, July 12	PTP – Accounts Payable	Last day for the Judicial College to process vouchers for tuition assistance courses completed by June 30.	
Friday, July 12 (approximately)	OTC – Order to Cash	Once June interest is received from DBF, please ensure that EOM disbursements are processed timely with an accounting date of June 30 and AY2019.	
Friday, July 12	OTC – Order to Cash	Circuit Court only – Deposit June's Escrow interest to FY20 .	
Friday, July 12	PTP – Purchasing	Notify DBF of any purchase orders that you would like to be encumbered or accrued. For encumbrances, please use the new Encumbrance Request form and submit it to JFBU@mdcourts.gov .	
Monday, July 15	PTP – Accounts Payable	DBF modifies the accounting date in the Payables Option back to current date for vouchering.	
Monday, July 15	PTP – Accounts Payable	DBF changes the default accounting date to current date under Payables Option.	
Monday, July 15	PTP – Purchasing	All PO's from FY19 are no longer available for use and will be closed unless encumbered or accrued. If you have an invoice applicable to a PO that will be encumbered or accrued, you must hold it until notification is received that the encumbered/accrued PO is available for vouchering.	

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Monday, July 15	PTP-Accounts Payable and OTC – Order to Cash	Begin processing any FY20 invoices and FY20 revenue refunds.	
Friday, August 2 (approximately)	PTP – Purchasing	PO's that were rolled into FY20 and encumbered or accrued from AY19 or earlier will be available for use. A notification will be sent when processing can resume against the PO's.	
Wednesday, August 7	GL – General Ledger	When closing schedules are sent to GAD, DBF modifies the parameters of the JGEN to current date.	